

Minutes of Department Head Meeting April 11, 2011

2:00 p.m. Meeting called to order by Gary Britten

Roll Call: Mr. Britten, Mr. Mack, Mr. Hrosko, Ms. Violi, Lt. Pellek, Chief Hetrick, Chief Brice, Kraig Gottfried, Grant Garn, and Robert Warnimont. Mrs. Haar was absent

LaHote made a motion (seconded by Mack) to adjourn into executive session for employee contracts. All yes.

Mack made a motion (seconded by LaHote) to return to the regular department head meeting. All yes

Police: Chief Hetrick and Lt. Pellek presented information to Mr. Hrosko regarding lighting on Route 20 in the areas around Thompson Rd and Simmons Rd. Sgt. Munoz did the research and compiled the information. Mr. Hrosko will review the information. Next Chief Hetrick once again presented the Department of Justice report to the Trustees. This new revision came about because a typographical error was found on the last report. This is the 3rd revision. Chairman Britten was asked to sign the new copy. Chief Hetrick also asked for an executive session regarding personnel hiring.

Maintenance: Kraig Gottfried mentioned that the department will begin putting berm on roads. Look for StoneCo bills to arrive regarding this. Next he brought up the new road side mower mentioned in previous meetings; this is replacing the 1991 John Deere tractor which has cost the Township nothing to maintain and will resell for a large amount. The new tractor will be a John Deere 6330 purchased from Bay Tractor. State pricing is \$45,332.70 for the tractor and \$26,150.00 for the mower. Gottfried will bring it up on April 18.

The conversation switched to road projects for the year. Gottfried has spoken to Tim Murphy regarding the Thompson Rd turn lane. He is now waiting for information regarding the signal at that corner. Mr. Mack interjected and brought up what was discussed at the RTID meeting on April 8. At the meeting Mr. Mack presented a letter requesting funding from RTID for road projects. RTID approved \$30,000. Mack advises to keep all invoices and records. Also advises to work with County Engineer's office as Huber is up to speed on everything and agrees with the improvements. Mack then discussed how the Bates Rd Bridge improvement was also approved, for \$125,000, at the April 8 RTID meeting.

The conversation then moved into budgeting for road projects. Gottfried says roads will include: Reitz-Dunbridge, Broadmoor, Eckel Jct, and Ponderosa. These projects will cost approximately \$341,708.30. He believes this may be a high estimates as the County usually provides high estimates. For Eckel Jct the City of Perrysburg would reimburse the Township 50% of the cost. Gottfried states there is \$366,662 in the account and then asks if money can be taken from the contingency fund? Mr. Britten believes that we should wait until the bids come in and go from there. Gottfried states he would like to have the bid documents published

this week and would like to have had the turn lane included but again he is still waiting for the information. Britten suggests publishing the bids but including a disclosure stating a turn lane can be added to the bid in a timely manner. **Mack made a motion (seconded by LaHote) to publish bids and then have an opening on May 9th, 2010 at 2:00 p.m. All Yes Motion Approved.**

Fire/EMS: Chief Brice mentions the increase of minimum qualifications for volunteer firefighters to Firefighter 1 course. Britten thinks this is a good idea. **Mack made a motion (seconded by LaHote) to approve the new course requirements, All Yes. Motion Approved.**

Discussion then centered on the synchronization of the clocks over in the Public Safety building. Brice and LaHote have been emailing back and forth about the issue. LaHote still does not have an explanation. The system is not picking up time from voicemail and is about 30 seconds off. Brice brings up the issue of the other component- the camera system. Is this a digital recorder? LaHote asks if the recorder syncs from another source. Lt Pellek asks if Torrence Sound has talked to Vasu. Brice didn't know if they had spoken and wondered if someone from the Police Department can contact them. LaHote asks if Brice would like him to contact the company. Hetrick thinks it may be better for LaHote to contact them as it may be better explained.

Brice then brings up ambulance rates (sheet in file). He had hoped to hear from Lake Township but he hasn't. He would estimate their rates to be higher since they work with a private company. Medicount is recommending what is in the second column of the sheet which would put resident and non-resident at the same rate. Britten asked why there was no difference. Brice states that Medicare frowns upon it as we are providing the same service to everyone. Mack states that residents are getting a ride in the ambulance they own. Britten still thinks there should be a difference even if it is only \$50. LaHote asks what the difference is in percentage of residents and non residents who use services. Brice was not sure off hand and would look into it. The last time rates were increased- January 17, 2007. Brice recommends following most of what the proposed changes indicated. We are paying Medicount to guide us and these are their recommendations. Trustees ask Brice to bring a resolution to the April 18 meeting for further discussion.

Brice makes mention of a few other topics: Switching to EMS charts by next month. Medicount is paying for this software. LaHote asked if this will go on the server, Brice says it will be web based. Brice states he will be gone later this week to inspect the tanker. Hopefully delivery will happen at the beginning of May. Also the budgeted Life Squad will arrive this year. Brice has been involved with ongoing meetings to move this project forward. Finally Brice is looking at ongoing incident command training for officers. It will be both web based and have classroom components; still working on getting pricing. Brice will probably do the training first and see if it is worthwhile.

Recreation: Bob Warnimont states that the Solid Waste meeting scheduled for April 12 is now cancelled. He will be going to Columbus on April 12 to be a representative of the Toledo area food banks to discuss funding for food banks across the state. Warnimont then discusses the

big box truck and how it is working out great. However the lift gate platform is rusted. He would like to go to Dan's Trucking to replace the platform. This would be about \$1700. He mentions that with Gottfried is away with the tractors the unloading is left up to him. He believes he can use some of the solid waste grant.

Warnimont then discusses the shredding in March; there were 35, 55 gallon bags sent down to Bowling Green. Also Warnimont reminds everyone that Recycle Roundup is on May 7.

Asst to Administrator: Violi presented on behalf of Haar who was absent. Checks and P.O. to sign were passed to the Trustees to sign. Violi also passed out budget information compiled by Becky Johnson. The revenue sheets are due back in June. Discussion over possible dates to review the information was discussed. Each department should contact Becky with any questions. Next discussion centered on Time Warner Cable and a bill paid for a router. No one at the Township is aware of the location of this router and Time Warner Cable will not verify if the router has had an activity in the last few months. LaHote suggests that Time Warner should have to tell us if there is activity on the account and advise Violi to ask Haar to call them and gather more information. LaHote also advises to let Time Warner know that we will bring this up at the next public meeting and the media will be present. **Mack made a motion (seconded by LaHote) to pursue this matter. All yes. Motion approved.**

Violi then brings up the issue of the damaged firewall. The firewall was damaged a few weeks ago and DMC Technology Group has been kind enough to lend us a temporary one. Art Jackson has completely wiped and reloaded our old firewall and will install it on Thursday April 14 to see if it will work. If it doesn't work a new firewall will have to be purchased. DMC has provided three suggestions, Violi asks the Trustees to review the quotes in their packet. Trustees look them over and will be ready to approve one at the next meeting.

Violi next brings up a press release she drafted per suggestion of Walt Celley which is in the Trustees packet. The press release describes the nuisance abatement and demolition of unsafe structures in the Township. Mack suggests changing the wording to illustrate how requests for estimates were publicly advertised. All Trustees agreed the press release was fine to publish.

Violi then brings up the issue of the 2010 Census numbers. Lt Pellek brought up how he read in The Toledo Blade that the Township numbers declined a substantial amount from 2000. Township population in 2000 was 13,613 and 2010 Census numbers show a -8.09% decline to 12,512. Discussion over new development and annexation occurred. There is a program: Count Question Resolution Program, which allows a governmental entity to challenge these numbers. LaHote asks how we will gather the information. Zoning maps and information from the County were mentioned as ideas. Everyone agrees this is something to pursue as population numbers are important for grants and other funding issues.

Discussion of possible website developers ensued. The information was presented in March (as well as in this week's packet) and a decision was tabled until all three Trustees were available. Three developers have submitted proposals on a new website design. Violi asked the Trustees

if they have had time to review portfolios on the developer's websites? LaHote stated he was impressed with one company who seemed to have more complete projects. Hrosko asked Violi which one she would recommend. Violi stated if the Trustees were looking at strictly a financial standpoint one company would win out but if they were looking at getting the most bang for their buck she would recommend the second company. LaHote is impressed with Kinetica Media. **Mack made a motion (seconded by LaHote) to approve proceeding with Kinetica Media as the new website developers.**

Finally Violi presented a rough draft of the Perrysburg Township Post. The new edition will be published at the end of April.

Zoning: Grant Garn presented the Trustees with an agenda for the Zoning Commission meeting which will occur that evening of April 11. Items on the agenda include: Lakes of Woodmont, Kensington Rd health care facility, and River Oaks. Garn has spoken to Keith Feeney, Fire Inspector, about certain issues related to these properties and Feeney has submitted to Garn his thoughts. Garn also discussed items on the Board of Zoning Appeals agenda, set for April 19. This will include the Kensington Rd issue as well as American Tower on West River Road. Garn then made mention that ZonePro SQL is moving forward and will hopefully be set to launch in a few weeks.

Discussion then centered on a couch which was located on 795 between Hufford Rd and Georgia Rd and which the Township has received multiple complaints. The couch has disappeared.

Administrator: John Hrosko begins with a discussion about FMLA policy (Family Medical Leave Act). He has a copy of a policy drafted by Clemens, Nelson and Associates and reviewed by Walt Celley. He was under the impression that it had already been passed. Britten asked for a copy for all Trustees. The policy which Hrosko is referring to involves a rolling 12 month period from 1st day of time off forward. Britten believes this should be changed to state "calendar year" and refers to how the County's policy states one calendar year. Britten thinks it may be a nightmare if it doesn't state this. Hrosko states he will do more research on what other entities have in their respective policies.

Hrosko then mentions Brooks Insurance and renewing the policy. The policy is currently for 2010-2011 but Brooks has offered a one year renewal to the end of 2012. The price of the policy will be reduced to \$51,853 and the building coverage will increase by 4%. Hrosko thinks it is a good idea. Mack states it is considerable lower than Hylant. LaHote thinks it would be nice not to have to mess with this each year. **Mack made a motion (seconded by LaHote) to approve the contract renewal with Brooks Insurance. All yes. Motion approved.**

Hrosko then mentions the Perrysburg Heights Community Association and how they are now covered by insurance. Mack states they need to address PHCA's desire for funding. Would like to get an update on what is going on there. Mack asked if Officer Rachel Bernhard still involved.

Hetrick and Pellek state no. Hrosko states that the PHCA never contacted Celley after numerous letters and phone calls to them.

Brice mentions it would be beneficial to the employees to have FMLA training. Pellek agrees as sometimes employees think all the paperwork is something bad. Township will look into possible training.

Gottfried asks if there has been any more discussion on hiring for another maintenance worker. Britten states this can be discussed in executive session.

Mack made a motion (seconded by LaHote) to adjourn into executive session for personnel hiring and bond selling. All yes. Motion approved.

During executive session Mr. Mack had to leave.

LaHote made a motion (seconded by Britten) to adjourn executive session and adjourn. All Yes Motion Approved

Rosanna Violi

Gary Britten - Chairman